Provider: Catholic Charities of the Archdiocese of Miami - Unaccompanied Minors Shelter
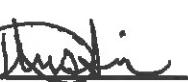
# CORRECTIVE ACTION PLAN

Date Submitted: 8/16/2018

| Finding No. | Issue Description | Action Taken to Correct | Responsible Staff | Start Date | End Date | Goal / Indicator of Improvement |
|---|---|---|---|---|---|---|
| 1 | Non-compliance with staff to child ratio as per FAC 65C-14.023<br><br>(a) One direct care staff member or trained volunteer to six (6) children, when children six (6) years of age or older are awake and one (1) to 12 when children are sleeping, or<br>(b) Children under the age of six (6) shall be supervised by a staffing ratio of one (1) to four (4) when children are awake and one (1) to six (6) when children are sleeping. | 1. The shelter shall keep the staff to child ratio as per FAC 65c-14 at all times<br><br>2. The shelter shall submit a bi-weekly report to DCF of the staff sign in logs and dorm occupancy | 1. Name<br>Title<br><br>2. Name<br>Title | 1. Immediate<br><br>2. 8/20/2018 | 1. NA<br><br>2. 2/19/2019 | The shelter will always comply with the child/staff ratio as per FAC 65C-14.023 |
| 2 | Non-compliance with timely reporting suspected child abuse to the Florida Abuse Hotline as per FAC 65C-14.017<br><br>(1) The child-caring agency shall have and follow procedures for handling any suspected incidents of child abuse or neglect involving staff or residents.<br>(2) All suspected cases of child abuse and neglect shall be reported to the Florida Abuse Hotline in accordance with Chapter 39, F.S., including incidents of child-on-child sexual abuse. | 3. The Department will provide a train the trainer session for designated shelter staff on Child abuse reporting and CIR process.<br><br>4. The trained designated staff will train all shelter staff on Child Abuse reporting to the Florida Abuse Hotline and provide the Department with sign in sheets for said trainings. | 3. Name QA TRAINING<br>Title STAFF<br><br>TRAINING DATE: 9/18/2018<br><br>4. Name<br>Title | 3. 9/3/2018 | 3. 3/2/2019 | The shelter staff will be familiar with the Department of Children and Families reporting requirements to the Florida Abuse Hotline. |

| NDING NO. | ISSUE DESCRIPTION | ACTION TAKEN TO CORRECT | RESPONSIBLE STAFF | START DATE | END DATE | GOAL / INDICATOR OF IMPROVEMENT |
|---|---|---|---|---|---|---|
| 3 | Non-compliance with timely submission of CIR (critical incident report) to the Department as per FAC 65C-14.017<br><br>(8) If a child who is being served voluntarily and is not in the care and custody of the Department is involved in any critical incident, the program director or designee shall notify the parents or legal guardian directly and the Department by submission of the "Statewide Critical Incident Report," CF-FSP 5262, April 2007, incorporated by reference and available at http://www.flrules.org/Gateway/reference.asp?No=Ref-07452.<br><br>(9) All child-caring agencies shall report incidents in accordance with the Department's incident reporting procedures outlined in CF Operating Procedure No. 215-6, incorporated in subsection (6), of this rule. | 1. The trained designated staff will train all shelter staff on CIR reporting requirement and provide the Department with sign in sheets<br><br>2. The shelter will submit a monthly report/spreadsheet to the Department of Children and Families indicating the number and issues of critical incidents that occurred in the shelter during that month | 1. Name<br>Title<br><br><br><br><br>2. Name<br>Title | 1. 9/3/2018<br><br><br><br><br>2. 9/3/2018 | 1. .3/2/2019<br><br><br><br><br>2. .3/2/2019 | The shelter staff will be familiar with the Department of Children and Families incident reporting requirements. |

FAILURE TO TIMELY COMPLY WITH THE CORRECTIVE ACTION PLAN MAY RESULT IN SUSPENSION, DENIAL OF RE–LICENSURE, OR REVOCATION OF THE LICENSE.

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Print Name and Sign – Program Supervisor

Devika Austin CAO _Austin_   8/16/18
Print Name and Sign – Director of Program Operations (Residential)
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✳ WE AGREE WE RECEIVED the corrective action plan + will comply with the requirements. However, execution of this corrective action plan does not equate to any admission of violation of regulations which is contested.